CAPPS HR/Payroll & Financials — User Group Meeting Minutes
Thursday, Nov. 19, 2020
9–11 a.m.
(Webinar Only)

I.   Welcome (Andrea Smith)

- This is a webinar through Webex.
- User group meeting materials will be posted on FMX.
    - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.CGC.BA@cpa.texas.gov.
    - Both CAPPS Financials and HR/Payroll teams have added columns on the Governance Approved and Required Maintenance document to show user acceptance testing (UAT) and production (PRD) target dates.

II.   Production Update: Financials Support Requests (SRs) (Anthony Martin)

- **SR Summary and Trend Report**
    - The *CAPPS Financials Summary and Trend Report 11/19/20* document was reviewed.
        - In October, there were 891 active SRs with 263 in high-priority status.
        - As shown on the trend chart, there were 512 SRs opened and 529 closed in October.
- **Governance Approved Enhancements**
    - The *CAPPS Financials Governance Approved SRs 11/19/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
    - The *CAPPS Financials Required Maintenance 11/19/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

III.   Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
    - The *CAPPS HR/Payroll Summary and Trend Report 11/19/20* document was reviewed.
        - In October, there were 794 active SRs with 80 in high-priority status. There were no critical SRs.
        - As shown on the trend chart, there were 751 SRs opened and 784 closed in October.
- **Governance Approved Enhancements**
    - The *CAPPS HR/Payroll Governance Approved SRs 11/19/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
    - The *CAPPS HR/Payroll Required Maintenance 11/19/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 3505 is a Payroll module to create a *Payroll Document Approval* page in CAPPS. This SR is *In Work.* This tentatively goes to UAT on Dec. 15, 2020 and into Production on Jan. 13, 2021.
    - SR 22409 is a Human Resources module update so FMLA holiday calculations include the TRC FMLAH. This is now *Completed*.

- o SR 23023 is a Payroll module update that gives agencies the ability to run the create PDF earning statement process. This SR is *Pending Prod Migration*. This went to UAT on Nov. 02, 2020 and moved into Production on Nov. 16, 2020.

IV. **Upcoming Vote: SR Submitted to Governance (Rebecca Kelly)**
- The ***CAPPS HR Payroll SR Submitted to Governance 11/19/20*** document was reviewed.
  - o SR 24243 is a Reports and Recruiting module update to build a new report for Comprehensive Position Report in OBI. This automates a current manual process.

V. **Project Update: CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard (Nyguel Sanders)**
- The ***CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard 11/19/20*** document was reviewed.
- The project is green and on track. There are twelve agencies that deploy this year. The soft go-live date is Aug. 09, 2021 and the implementation date is Sept. 01, 2021.
- Key items in the next 30 days:
  - o Continue discovery sessions
  - o Agency discovery of the FIT/GAP acceptance

VI. **Project Update: CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)**
- The ***CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard 11/19/20*** document was reviewed.
- The project is green and on track. There are seven agencies that deploy this year. The code move date is July 05, 2021. The implementation date is July 12, 2021.
- Key items in the next 30 days:
  - o Facilitate the Q1 executive sponsor meeting

VII. **Project Update: CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard (Jay Ingram)**
- The ***CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard 11/19/20*** document was reviewed.
- The project is green and on track. Release tool is set to four agencies and three agencies for the onboarding portion of the module. The implementation date is May 12, 2021.
- Key items in the next 30 days:
  - o Build and test configurations in Recruit development
  - o Test interface with HR Deployment environment
  - o Setup development to build agency reports
  - o Start preparations for the agency CRP

VIII. **Discussion Topic: Recruit Update and Retire Legacy Recruiting (Rebecca Kelly)**
- Recruit is upgrading to Release 20D.
- CAPPS is retiring the legacy Recruiting (due to Adobe Flash no longer being supported) effective in the production environment on Dec. 17, 2020.
- SR 24940 has information on retiring the legacy Recruiting.

IX. Discussion Topic: Calendar Year-End (CYE) (Rob Heckler)

- The deadline for employees to update address and consent for W-2/1095 is Dec. 31, 2020.
- CAPPS HR/Payroll agencies that have a TAX900 report in their CYE ASP ticket to work are agencies: 212, 301, 304, 323, 362, 401, 405, 452, 454, 582, 608, 644. Please review and reach out via the ASP ticket if you have questions or need assistance.
- Agencies need to validate their W-2 information by Dec. 4, 2020.
- If BRP elections are not made, it defaults to the last year's elections.

X. Discussion Topic: Financials User Acceptance Testing (UAT) (Shawana Abrams)

- The *CAPPS Financials – Performing User Acceptance Testing* document was reviewed.
- Steps for completing UAT were reviewed.
- SR 20643 is related to an update to the multi-purpose codes in the *HX Recycle* browser that was provided as an example.

XI. Upcoming Meetings

- There is no user group meeting in December.
- The first 2021 CAPPS User Group meeting is on Tuesday, Jan. 26, 2021. This is a Financials and HR/Payroll combined user group meeting.